

**ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 6
PURCHASE AND ACCOUNTABILITY OF INFORMATION TECHNOLOGY
HARDWARE, SOFTWARE AND SERVICES
APRIL 2006**

I. BACKGROUND

The purchase of Information Technology (IT) hardware, software and services is vital to the operations of Harpers Ferry Center (HFC). Purchase of this equipment is guided by the Federal Acquisition Regulation and Acquisition Directives. The accountability is guided by Department of the Interior Federal Property Guidelines and Director's Order #44: Personal Property Accountability. This property is also accountable under the Federal Financial System (FSS) Fixed Assets.

II. PURPOSE

The purpose of this Administrative Guideline is to outline how computers, printers, software and other related equipment are purchased and accounted for at HFC.

III. POLICY

Information Technology purchases include: IT services (such as programming), software, computers, peripherals such as personal digital assistants, organizers, cell phones, printers, software, services or any device that is to be connected to the Department of the Interior (DOI), National Park Service (NPS) computer network. All IT purchases require the approval of the HFC Associate Manager of Information Technology (IT). All IT purchases over \$10,000 must also have the approval of the Office of the Chief Information Officer (OCIO), at the Washington Office (WASO).

Once approved, IT equipment must be purchased from the established DOI-IT hardware contracts. If this is not feasible, a waiver with a justification must be submitted to the OCIO, WASO for approval. Approvals and/or requests must be submitted to HFC Associate Manager of IT. This includes purchases of Macintosh equipment and software in accordance with DOI Directive Memorandum dated June 17, 2004.

Requests which require WASO approvals, over \$10,000 or waivers to the established DOI contracts, must be coordinated, signed and transmitted by HFC Associate Manager of IT.

IV. **PROCEDURES FOR IT PURCHASES AND ACCOUNTABILITY**

Requests for IT equipment or services should be made through the Office of Information Technology, who will work with you to come up with a system to meet your needs. They are also responsible for preparing the purchase request (PR). The PR is approved by HFC Associate Manager of IT and is forwarded to the Property Officer at HFC, who assigns the property numbers for all pieces of capitalized, accountable or sensitive equipment before the equipment is ordered. The value of the property is determined by the final purchase price.

The PR is sent on to the Office of Programs and Budget for budget approval. Once it has been approved, it is sent to the Office of Acquisition Management for purchase.

The Purchasing Agent will place a delivery order against the DOI-IT contract. Property numbers are placed in the proper fields on the delivery order. A copy of the delivery order is faxed to HFC Warehouse where all deliveries are received for IT purchases. A copy of the delivery order is also sent to HFC Property Officer, noting any pricing differences from the PR to the delivery order.

Computer systems purchased using park project funds are handled slightly different. The HFC Director has instructed that IT equipment purchased with project funds be returned to the park at project closeout. If at all possible, property purchased with a park account should have a park property number assigned to it, and ultimately shall be delivered to the park. If for some reason this cannot be done, approval to use an HFC property number must be obtained from HFC Property Officer and HFC Associate Manager of IT.

Once the ordered items have shipped from the contractor, the contractor will automatically charge the Purchasing Agent's charge card and send the invoice concurrently. Once the statement arrives, the Purchasing Agent notates the property number, dollar amount, account number, and budget object class codes for all purchases. A copy of the completed statement is given to the Office of Programs and Budget, where the information is entered into the FFS which ties into the property system used by the HFC Property Officer.

Software under \$2,500 can be purchased on a government-issued purchase card; however approval must first be obtained via email from the HFC Associate Manager of IT. The email approval must be kept on file with the purchase card documentation. Approvals obtained are to ensure that the Office of Information Technology is able to support the software and maintain their HFC software database which tracks all licenses, making sure there isn't unnecessary duplication.

V. **MANDATORY SOURCES**

The Department of the Interior has 12 mandatory contracts for Consumables, Printers, Laptops, Desktops, Servers, Monitors, Laptops (Ruggedized Tablet), Laptops (Standard Tablet), Laptops (Standard Telecommuter Widescreen), Laptops (Standard Native Serial Port), Laptops (Ruggedized Slate and Native Serial Port), and Automated Tape Library Equipment. Ordering information for these contracts can be found at:

<http://www.doi.gov/ocio/erm/hardware.html>